

## Important: Student Drop-Off and Pick-Up Safety Procedures

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Safety is our top priority, and we **need** your cooperation to ensure a safe environment for our students during drop-off and pick-up times. Please carefully review and follow the expectations below.

### **Designated Safety Zone**

The area in front of Pinewood Elementary, referred to as the "Safety Zone," is located on the north side of the school (front entrance). All vehicles must use the East Entrance (Third Street) to access this area.

### **Drop-Off Schedule:**

Time: 7:35 am - 7:45 am

School Start: 7:50 am sharp

### **Pick-Up Schedule:**

Time: 2:20 pm - 2:30 pm

### **Mandatory Procedures to Ensure Safety**

#### Lane 1 for All Pick-Ups and Drop-Offs:

All drop-offs and pick-ups must occur in Lane 1, the designated lane next to the curb in front of the school. Do not use any other area for dropping off or picking up students.

#### Drop-Off Process:

- Enter Lane 1, pull up to the curb, and move forward to Door #7 or up to the car's bumper ahead.
- Ensure students exit the vehicle on the passenger side for safety reasons.
- Students must enter the school through Door #4 (front entrance) between 7:35 AM and 7:45 AM.

#### Pick-Up Process:

During dismissal (2:20 pm - 2:30 pm), remain in your vehicle in Lane 1.

#### **Do not:**

- Park in the lot and walk into the school to pick up your child.
- Leave your vehicle to pick up your child from the front of the school.
- Encourage your child to cross the road to reach your vehicle.
- Park in unauthorized areas, such as by the garages or near the American Legion to walk to get your child
- Argue with Pinewood staff if you are not following pick up/ drop off expectations. These expectations are in place to keep all of our students safe and help ensure a smooth process for everyone. Please contact the principal with concerns.

#### **Do:**

- Once you see your child, pull forward to the next available spot in Lane 1.
- Your child will approach your vehicle and enter from the passenger side for safe and easy access.
- Be aware for the safety of all students

#### Helpful Tips

- Keep goodbyes brief and positive.
- Encourage younger children to practice buckling their seat belts independently.
- Expect slightly longer wait times at the beginning of the year as students adjust to new routines.
- Display your child's name in the passenger window to assist staff in identifying your vehicle quickly.

Supervision:

The Safety Zone will be supervised daily from 7:35 to 7:44 am and from 2:20 to 2:30 pm. Students can have breakfast beginning at 7:35 am.

Thank you for your attention to these procedures. Your cooperation is essential in maintaining a safe environment for all students.

Sincerely,

Shelly Gilmore

Principal  
Pinewood Elementary School